



Assistant Box Office Manager Yellowstone County Equal Opportunity Employer



Yellowstone County encourages applications from diverse candidates and candidates who support diversity.

Posting Date: February 24, 2022

Department: Metra Park

Hours: Shifts are event driven – 40 hours/week
(Includes weekends, evenings, nights & holidays)

Salary: \$38,060-\$47,575/ per year
Grade: E **FLSA:** Exempt

ACCEPTING APPLICATIONS UNTIL FILLED **First Review of applications on March 11, 2022**

FUNCTION:

Full-time position which assists Box Office Manager with coordination of all box office activities including cash handling, accounts management, fiscal reporting and computer systems management. Trains, plans, organizes, schedules and supervises cashier staff in the areas of customer service, box office, and retail outlet ticket sales. Coordinates all novelty sales and related records. Must be able to learn and use a variety of software such as Microsoft Office products, online ticketing programs and CAD; does related duties as required.

REQUIRED:

- Associate's degree in Accounting, Business Management or closely related field; **and**
- One (1) years' experience in box office or ticketing operations, office management, sales or other related occupational experience; **or**
- Any equivalent combination of experience and training totaling three (3) years.

DESIRED:

- Ability and willingness to work long hours, under pressure and timelines;
- Knowledge of box office operations, box office auditing and bookkeeping principles, practices and procedures;
- Strong customer service experience with excellent communication skills, both oral and written;
- Experience in money handling and reconciling monies; knowledge of accounting principles;
- Strong computer skills and knowledge of MicroSoft Windows applications;
- Must be a self-starter and possess the ability to multi-task;
- Experience in effective management to include motivation, training, organization, supervision and evaluation of cashier staff.

Job description available upon request.

TO APPLY:

Submit for first review by 5:00 pm on March 10, 2022:

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late, incomplete or unsigned applications will not be considered.**

Applications are available online at www.yellowstonecountymt.gov

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this or another position in the same class becomes available within 90 days, the same applicant pool may be considered.